

State of Hawaii

Department of Land and Natural Resources

Career Opportunity

Department of Land and Natural Resources Personnel Office P. O. Box 621 Honolulu, HI 96809

Opening Date: September 12, 2004

LAST DAY TO FILE APPLICATIONS: October 1, 2004

Conveyancing Supervisor
Honolulu, Oahu - Recruitment No. 2004-07
\$3,291 per month

JOB DUTIES

The Bureau of Conveyances is the sole agency of the State of Hawaii authorized to carry out a comprehensive recording program affecting land titles, including deeds, mortgages, maps and land court documents. This position serves as Branch Chief responsible for the effective operation of the Regular Recording Branch developing pertinent operational policies and procedures; planning and directing the work of the subordinates; developing training procedures for the orderly growth of the subordinates; preparing appropriate reports; developing sound budget and program evaluations; and applying administrative principles and practices. Also functions in the dual capacity as the Assistant Registrar of the Land Court Recording Branch examining, registering, processing and indexing all legal and land title documents and maps entitled to registration, issuance of Land Court Certificates of Titles, and certified copies of matters of record.

MINIMUM QUALIFICATION REQUIREMENTS

Education Requirement: Graduation from high school.

Specialized Experience Requirement: Six (6) years of progressively responsible work experience which required the knowledge of and application of conveyancing laws, rules and regulations. Such experience must have involved examining, analyzing and/or preparing real property ownership records and documents in conformance with conveyancing statutes, rules and regulations.

Non-Qualifying Experience: Work experience which involved searching for and summarizing land title and other legal documents to determine ownership which did not involve evaluation and analysis of such documents for proper conveyancing form, references, encumbrances, and acknowledgments will not be considered qualifying.

Supervisory Experience: One (1) year of work experience which involved supervising others which included responsibility for: (1) planning and directing the work; (2) assigning and reviewing their work; (3) advising subordinates on difficult problem areas; (4) timing and scheduling the work of subordinates; and (5) training and developing new employees.

Substitution of Education for Experience: Possession of a degree from an accredited law school may be substituted for two years of specialized experience.

HOW TO APPLY

1. Complete an Application for Civil Service Position and return all completed forms to the Department of Land and Natural Resources, Personnel Office, P. O. Box 621, Honolulu, Hawaii 96809.
2. Applicants must submit **at the time of application**, evidence of the appropriate training (e.g., transcript or diploma) in order to be given credit for education. Mailed applications should be postmarked by the last day to file applications.

TESTING INFORMATION

The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

QUALITY OF EXPERIENCE: Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week. We will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, and other public employment requirements for State Civil Service employment. The names of applicants will be referred based on their examination grade and availability for employment. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list for no less than the period indicated on the eligible's Notice of Examination Results and Eligibility card.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

RESIDENCE REQUIREMENT: You must be a legal resident of the State of Hawaii at the time of application. Former legal residents may also apply. If there is a question regarding your residence status, it is your responsibility to provide documentary evidence of abandonment of your previous residence and/or establishment of Hawaii residence, or evidence of former legal residency in the State of Hawaii (i.e., filing State income tax returns as a resident of Hawaii, registering to vote in Hawaii's elections, and so on.) A residency information sheet is available upon request.

VETERANS' PREFERENCE: If you are claiming the 5 or 10 points Veterans' Preference you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination. For certain job categories, applicants may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

HOW TO FILE: Submit applications in person or by mail to the Department of Land and Natural Resources, Personnel Office, P. O. Box 621, Honolulu, Hawaii 96809. File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications.

EXAMINATION: Unless otherwise specified in this announcement, you must qualify on an appropriate examination designed to measure applicants' knowledge and skills necessary for satisfactory performance of the duties and responsibilities of this class of work. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination. If you must take an examination but require special accommodation, please call the Personnel Office at 587-0180 as soon as possible. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

NOTIFICATION: You will be notified, in writing, of your employment eligibility.

ADMINISTRATIVE REVIEW AND APPEAL:

Administrative Review: If you do not agree with an action taken on your application, you should **FIRST** request an administrative review with the Personnel Office. This must be done within 10 calendar days following the date your notice was sent. Requests must be made, in writing, to the Department of Land and Natural Resources, Personnel Office at the address listed on the front of this announcement. Your letter requesting the administrative review must include: 1) the job title(s), recruitment number(s), and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. **If you do not submit your request within the ten-day limit, no administrative review will be conducted.**

Appeal: If you do not agree with the administrative review decision or action taken by the Department of Land and Natural Resources, you may appeal to the State Merit Appeals Board within 20 days from the date your notice was sent. Appeals to the Board must be in writing and sent to the following address: *Merit Appeals Board, Dept of Human Resources Development, 235 S. Beretania Street, Honolulu, HI 96813-2437*. A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment. **FILING AN ADMINISTRATIVE REVIEW BEFORE REQUESTING AN APPEAL WILL EXPEDITE THE REVIEW PROCESS.**

EMPLOYMENT INTERVIEW RESUME: Please take a copy of your State application and/or resume to employment interviews. We suggest you make a copy of your application before turning in the original.
